

RMS

Chief, Management Staff

7 January 1958

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Weekly Report - Weeks Ending 24 and 31 December 1957

1. Contributions

a. Tangible

- (1) The Records Center received 177 cu. ft. of inactive records and destroyed 199 cu. ft.
- (2) Nine new and revised forms were completed.
- (3) Eighty-five forms were made obsolete as a result of a survey of all stacked forms not ordered by Agency offices for 18 months or more.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.

b. Installation of Filing Systems.

- (1) Additional installation being made in ORR.
- (2) Office of Personnel. Installation being made in Personnel Evaluation Division.

c. Twenty-three new and revised forms in process.

d. Forms Management Survey, Printing Services Division.

e. Survey of Personnel-type Vital Records.

f. Shelf File Installations.

- (1) Map Library/ORR.
- (2) Medical Staff.

g. Review of Requisitions for Filing Equipment.

h. Equipment Index (Cards), Engineering Division/Comm.
Proposal for space layout and suitable equipment submitted.

3. Assignments - Inactive

- a. [] Space Layout and Equipment Survey.
b. Industrial Register, Shelf File.
c. Office of Security, Shelf File.
d. Film Index Graphics Register, Special Card File.

4. News

- a. Construction work on addition to Records Center suspended between 23 December 1957 - 2 January 1958.



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